



Butte College Professional Development Flex Workshops and Staff Activities January 13 – 21, 2011

Pre-Flex Activities Begin: January 10
Spring Flex Days: January 13, 14, 18, 20, 21
Spring Semester Institute Day: Wednesday, January 19.
Spring Semester Begins: January 24, 2011 Revised: 1-13-10

Workshops Begin in Early January

Professional Development welcomes you back for the Spring 2011 semester. This Flex booklet provides information regarding the January workshops, upcoming semester events and information about various professional development programs. We encourage you to explore the numerous offerings and take advantage of this opportunity.

- The official calendar start of Faculty Flex Week is Thursday, January 13. The activities shown in this booklet are opportunities for Flex credit, with the exception of Institute Day Activities which is required for full-time faculty.
- Activities presented during the five Flex days, January 13-21, provide opportunities for full-time and Associate faculty to gather Flex credit hours to fulfill their Flex obligation. All college employees are invited to attend and participate.

The Professional Development Program is located in the Center for Excellence (Library 210). The Program's assistant, Magian Smith, can be reached at (530) 895-2854. Carol Stanley-Hall, Physical Education faculty member, is serving as Faculty Professional Development Coordinator. Ruth Ann Hansen is the Classified Professional Development Coordinator and Jack Lemley the Management/Supervisory/Confidential (MSC) Coordinator. David Danielson provides the administrative leadership.

Year-round Activities

Year-round activities provide professional development and personal growth opportunities for Butte College employees. Although some workshops are designed for specific audiences, most workshops are open to all college employees.

Appreciating Expertise, Creativity & Effort

Many members of the Butte College community will make presentations this January. Their expertise, creativity, and effort are rewarded by your participation in their workshops. Please plan to attend and to earn your Flex hours. By participating in the January Flex Days, you say "thank you" to our volunteers. Their continued willingness to share with us is vital for the continuation of Professional Development.

Professional Development Forms & Applications available at our website:

Butte College Home page
Departments/Programs/Services
Professional Development

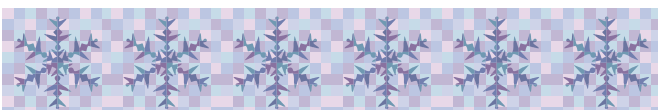
Also accessible from MyBC
Groups and Committees
Professional Development – Faculty

The goal of the website is to be sustainable in our effort to provide information and share opportunities.

Updates and revisions to the January workshops will be reflected in **RED** in the January 2011 Flex Booklet posted on the sites above.

Butte College Core Values

Students First
Excellence
Respect
Diversity in Community
Communication
Accountability
Sustainability



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Faculty Flex Calendar Basics.....15 - 17

Campus Location Key

AS/ICC	Assoc Students, 1 st Floor Campus Ctr.
AHPS	Allied Health Public Services
ARTS	Arts Building
CAS	Center for Academic Success
CFE	Center for Excellence (LB 210)
CHC	Chico Center
GYM	Gymnasium
LB	Library
LRC	Learning Resource Center
MC	Media Center
SSA	Swing Space A
TTC	Technology Training Center (LB 216) in the Center for Excellence.



Butte-Glenn Community College District Mission Statement

Butte College provides quality education, services, and workforce training to students who aspire to become productive members of a diverse, sustainable, and global society. We prepare our students for life-long learning through the mastery of basic skills, the achievement of degrees and certificates, and the pursuit of career and transfer pathways.



Pre - Flex Activities **Monday, January 10**

Instructional Skills Workshop (ISW)

Flex # 650 Jan 10 – 13, 24 hours

9am-3pm Learning Resource Center (LRC)

Pre-Registration Required. Contact kekahali@butte.edu

Offered also in May/June:

650.1 May 31st – June 3rd. 24 hours. Location: TBA

Pre-Registration Required. Contact kekahali@butte.edu

The ISW program is an intensive 4-day workshop conducted by faculty facilitators for faculty participants.

The ISW program includes the following:

- Focus is on a laboratory approach to the improvement of teaching and learning.
- During the workshop each participant prepares and conducts three 10-minute “mini-lessons.”
- Participants receive written, oral and video feedback from the other participants on the effectiveness of the mini-lesson.
- The “mini-lessons” are informative, unusual, fun and very interactive.

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*
2. *Focusing on Student Success*
3. *Valuing a Culture of Learning*

Flex – Day 1 **Thursday, January 13**

New Employee Orientation – Flex # 24

8:30am – 3pm, Center for Excellence

The new full-time faculty hired in fall 2010 will be joining other Butte College employees for a New Employee Orientation – Part I.

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*
4. *Enhancing an Innovative, Flexible, Responsive and Accountable Culture*

Tom Angelo Assessment Workshop Follow-Up

Flex #151

9am – 10:30am MC 244

Kenneth Bearden

Did you attend a Tom Angelo session last Fall? Were you excited about what you learned? Want to share how you applied the techniques? Want to learn how others applied them? Then come, share your successes and

your challenges, and collaborate with others to make your formative assessments work even better!

Strategic Initiatives:

2. *Focusing on Student Success*
3. *Valuing a Culture of Learning*

Manhattan Project – Flex # 150

9am – 12pm, MC 243

Michael Panunto

The project to build the first nuclear weapon brought together some of the most talented scientists of the twentieth century. The geographic isolation of the United States—along with its wealth and resources—allowed these scientists to develop, test, and build the bomb within four years. This workshop examines the physical aspects of the project: the underlying nuclear physics, the testing and developing of key components, and the construction of factories to produce the new and rare materials. We will also examine the economic and political costs of using the bomb. We will also view the documentary “The Moment in Time: The Manhattan Project”, which contains interviews with many of its principal actors.

Strategic Initiatives:

3. *Valuing a Culture of Learning*

Safety “Smorgy” Training – Flex # 330.1

10am – 11am SSG-102

This training is a modified version of the Safety ‘Smorgy’ Training and will provide information on proper lifting techniques, minimizing slip and fall injuries, and managing stress. All employees should attend. Please RSVP in advance to Professional Development at x2543.

Presenter: Phil Clark, Keenan and Associates

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*
2. *Focusing on Student Success*
3. *Valuing a Culture of Learning*
4. *Enhancing an Innovative, Flexible, Responsive and Accountable Culture*
5. *Modeling Sustainability*

~~Suggestion Box – Flex # 152 – CANCELLED~~

~~10:30am – 12pm, MC 244~~

~~—Carrie Roberson, Steve Hall~~



Bring your complaints to share! We will be facilitating a discussion of concerns around college issues and what might be done constructively. Let's see where it takes us.

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*
3. *Valuing a Culture of Learning*





Safe Lifting – Flex # 331

11am – 12pm SSG-102

Keenan and Associates will be providing training on proper lifting techniques. All employees should attend. Please RSVP in advance to

Professional Development at x2543.

Presenter: Phil Clark, Keenan and Associates

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*
2. *Focusing on Student Success*
3. *Valuing a Culture of Learning*
4. *Enhancing an Innovative, Flexible, Responsive and Accountable Culture*
5. *Modeling Sustainability*

Flex Week “Brown Bag” Lunch – Flex # 750

12pm-1pm LB 105

Carol Stanley-Hall, Ruth Ann Hansen, Jack Lemley,
David Danielson, Magian Smith

Please bring your lunch to LB 105 and join your colleagues with conversation between workshop activities.

Strategic Initiative:

1. *Inspiring Passion through Collaboration*

The Art of Bonsai – Flex # 153

1pm – 2:30pm, Environmental Horticulture Rm. 107

Tip Wilmarth



An introduction to the relaxing and sometimes frustrating art of plant miniaturization.

Strategic Initiatives:

3. *Valuing a Culture of Learning*

Will Reducing Total Dietary Fat Reduce Heart Disease Risk? – Flex # 550

1pm – 2:30pm, MC 244

Brenda Stagner

Heart disease may be the leading cause of death for both men and women, but it doesn't mean that you have to eat a bland and boring diet. Avoid heart problems in the future by eating healthy foods today. Learn about the top ten foods that will reduce your risk and prevention tips to get you started.

Strategic Initiatives:

3. *Valuing a Culture of Learning*

Beerstein's/Ped Cap Theory of Complex Issues and Relative Funding – Flex # 154

1pm – 2:30pm, MC 246

Stacey Bartlett & Kenneth Bearden

In response, in part, to questions and concerns regarding waitlists, enrollment management, section reductions, FTES, the 1300 account, parking

and traffic pattern changes and hassles, pedagogical cap philosophical debates and cultural norms, and the increasing demands on faculty. Plus, we found ourselves with a lot of extra time on our hands between midnight and 4am. This is a KISS (Keep It Simple Stacey) presentation featuring the dynamic duo Dr. Data (Kenneth Bearden) and Madam Tube-Top (Stacey Bartlett). Join Kenneth and Stacey for a fun and informative presentation mixing metaphors and blending data in a shameless attempt to simplify the complex issues we face every day. Attend this session to learn a little about such complex issues as enrollment management, funding and ped caps---oh,my!

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*
2. *Focusing on Student Success*
4. *Enhancing an Innovative, Flexible, Responsive and Accountable Culture*

Computer and Internet Security – Flex # 450

1pm – 2:30pm, TTC/CFE/LB 216

Aaron Thomas

The internet has changed the way we work, play, and do business. Much of our personal and business life touches or is accessed from our computers: bank accounts, taxes, confidential business documents, and even that embarrassing picture (you know which one). We will focus on the first line of defense “YOU” and how you can avoid many common pitfalls that lead to virus infestations, backdoors, rootkits, what these words mean and why you should care. I will be offering tips to improve your overall security posture and provide you with information you can use to make better and safer decisions while online. Questions are welcome.

Strategic Initiatives:

3. *Valuing a Culture of Learning*

ASK ME Project - Flex #1452

Monday, January 24 & Tuesday, January 25

Ruth Ann Hansen

Help students find their way around campus during the first couple days of class. Sign up to work a one-hour shift at one of the three information stations:

- Business Education building
- Bus Stop
- Learning Resource Center

Earn flex credit and be entered to win one of two \$25 gift cards to Food Services for volunteering!

Contact Ruth Ann at 895-2334; hansenru@butte.edu



Microsoft Office Round Table – Flex # 451**2:30pm – 4pm, TTC/CFE/LB 216**

Kasey Crosby and Sandy Sloan

Have a question about Microsoft Word, Excel, PowerPoint, or Outlook, but don't know who to ask? Come to the Microsoft Office Round Table and bring those questions with you! We'll be hosting an open forum and let You run the show. What's new in 2010, how do I insert a table in Word, how do I create an equation in Excel, how do I insert sound in PowerPoint? The possibilities are endless!

Strategic Initiatives:

3. Valuing a Culture of Learning

Travel & Conference Funding

If you are planning to attend a conference this spring, be sure to apply for T & C funding!

Final application deadline:

Thursday, February 10

Call 879-4028 for more info.

Applications available at: <http://www.butte.edu/prodev/>.

Go to Forms and Applications.

Initiative Awards Ice Cream Social**Thursday, February 10****2:30 pm****Location TBA****Gyrokinesis – Flex # 551****2:30pm – 4pm, CFE**

Adrienne Wrighton

Gyrokinesis are exercises for flexibility while in an office setting. This system was originally designed for ballet dancers but has been expanded for all of us.

Strategic Initiatives:

3. Valuing a Culture of Learning

**FACCC Hot State Issues – Flex # 332- CANCELLED****2:30pm – 4pm, MC 245**

Jonathan Lightman

~~FACCC is on the front lines working to advocate for faculty and students, so what will the atmosphere in Sacramento be with the new legislature? As we learn about the new budget deficit numbers, will we discover mid-year cuts? How will community colleges fare in this new budget climate? The Community College League of California published a “Report on the~~

~~Commission of the Future” that contains some ideas that may have a huge impact on how we do things in the future. Come discuss these hot issues and be on the cutting edge of our future.~~

Strategic Initiatives:

1. Inspiring Passion through Collaboration

2. Focusing on Student Success

3. Valuing a Culture of Learning

4. Enhancing an Innovative, Flexible, Responsive and Accountable Culture

5. Modeling Sustainability

Diversity Committee Meeting – Flex # 29**2:30pm – 4:30pm MC 246**

Ayse Taskiran and Julie Withers

Anyone interested in being involved in the Diversity Committee is welcome to attend.

Strategic Initiatives:

1. Inspiring Passion through Collaboration

2. Focusing on Student Success

3. Valuing a Culture of Learning

Flex Day 2**Friday, January 14****Butte College's 3rd Annual Blackboard Community Exchange – Flex # 275****8:30am – 3pm, MC second floor**

Whether you use Blackboard for your online or face-to-face classes, you care intensely about how students can learn best from your online resources. Yet your opportunities to discuss with other instructors are sometimes few and far between. This is your chance! No outside experts, no vendor-driven sales pitches: just your Butte colleagues listening and learning from each other. This one-day homegrown conference features twelve break-out sessions you can choose from plus a tasty lunch and a preview of our upcoming move to Blackboard 9.1.

Any questions, contact Jane Alt 879-4077.

Please plan to join us! RSVP today at:

www.butte-tmi.net/invite*Strategic Initiatives:*

1. Inspiring Passion through Collaboration

2. Focusing on Student Success

3. Valuing a Culture of Learning

4. Enhancing an Innovative, Flexible, Responsive and Accountable Culture

5. Modeling Sustainability

Flex Booklet

Designed by: Magian K. Smith

Professional Development

smithma@butte.edu

530-895-2854



Visit a Sustainable Home – Flex # 155**3pm – 5pm.**

Tip Wilmarth

Meet at the Center for Excellence at 3pm to carpool over to Tip's home for a tour of his "off the grid" sustainable home.

Please RSVP to Magian Smith at smithma@butte.edu.

Limited to the first 25 people.

Strategic Initiatives:

3. Valuing a Culture of Learning
5. Modeling Sustainability

Monday, January 17**Martin Luther King Holiday**

Butte College is closed

**Flex Day 3****Tuesday, January 18****Coffee's On Us – Flex # 751****7:30am – 8:30am** Center for Excellence

Carol Stanley-Hall, Jack Lemley, Ruth Ann Hansen, David Danielson, and Magian Smith

Start the semester off right! Drop by the Center for Excellence (CFE) for coffee and conversation.

Strategic Initiative:

1. Inspiring Passion through Collaboration

**Faculty Department Meetings – Flex # 952****8:30am-11:30am**

Chairs and coordinators will announce locations.

Strategic Initiatives:

1. Inspiring Passion through Collaboration
2. Focusing on Student Success

Club Advisor's Meeting and Luncheon – Flex # 226**11:30am – 1pm** AS/ICC (First floor Campus Center)

Kelly Munson and Yvette Zuniga

Join advisors from all the clubs to network and get

important club updates. This meeting is strongly recommended for all club advisors.

Please RSVP to Donna Tibbitts at x2428.

Strategic Initiative:

2. Focusing on Student Success

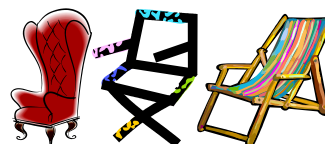
Chairs & Coordinators Meeting – Flex # 24**12:30pm – 2pm** Center for Excellence

Penny Lillie

Opportunity to share information and prepare for the upcoming semester. Lunch will be provided.

Strategic Initiative:

1. Inspiring Passion through Collaboration
2. Focusing on Student Success

**Faculty/Staff Rights & Student Due Process – Flex # 227****12:30 pm – 2pm** MC 244

Al Renville

Student discipline problems are on the increase, and the number of student appeals and complaints have gone up dramatically. What you don't know about your rights and

student due process can cause both you and the student unnecessary problems. Topics of discussion will include:

- What constitutes disruption?
- Can you suspend a student?
- How do you report an incident?
- What records do you need to keep?
- What key elements should be in your syllabus?

Strategic Initiative:

2. Focusing on Student Success

Associate Faculty – Mark Your Calendars!

755 Making Connections
An Associate Faculty Conference
Saturday, March 26th, 2011
8:30am – 3:30pm
Main Campus

Free conference registration
Associate Faculty focused workshops
7 Hours of Flex
\$50 Stipend (must attend all day)
Networking!!
Stay tuned for more information!



More Digital Photography – Flex # 156
 12:30pm – 2pm, MC 246

Michael Panunto



Less than twenty years ago, most of us who wanted to take a picture had to first expose an entire roll of film, send it to the developer, and then wait to get it back. Only then did we discover that we screwed up! The advent of digital cameras has changed all this: their images are sharper and we instantly see if they're worth keeping. We can upload them to a computer, manipulate them, and print them out at home. This workshop will examine the physical principles of charge-coupled devices, the heart of a digital camera. We will examine how they are made, how they work, and how they are modified for use in a camera. We will see how they have revolutionized the field of astronomy. We will physically compare digital pictures with the more traditional film pictures. Finally, we will look at some of the economic and environmental benefits that come from using digital cameras.

Strategic Initiatives:
 3. Valuing a Culture of Learning

There's No Such Thing as "The Scientific Method"
 Flex # 157

12:30pm – 2pm, MC 245

Ric Machuga

Copernicus, Galileo, Newton and Darwin had no idea that there was something called "the scientific method." That idea was not "invented" until early in the 20th century when philosophers began telling scientists how they should be doing their work. By the mid-70s, the vast majority of philosophers had repented of their arrogance. Ironically, today it is scientists, textbook writers, and the media who preach the virtues of "the scientific method," not philosophers.

Strategic Initiatives:
 3. Valuing a Culture of Learning

Valic 403B & 457 – Flex # 326
 1pm – 2pm, MC 243

Financial Advisor, Bruce Thomas with Valic, will be on campus to present information on 403(b) and 457 plans. He has set aside plenty of time for your questions and answers after the presentation. Valic has more than a century of experience helping Americans plan for and enjoy a secure retirement. We provide real solutions for real lives by consistently offering products and services that are innovative, simple to understand and easy to use.



The Art of Honoring Diversity – Flex # 360
 1pm – 4pm, MC 245

Ayse Taskiran

RSVPs Required to smithma@butte.edu

This is a 3 hour workshop based on the work of nationally acclaimed Master Diversity Trainer Lee Mun Wah. The workshop will focus on exploring deeper levels of awareness and appreciation for diversity through an open and honest group discussion. Space is limited to 20 participants. Please register early by contacting Ayse Taskiran.

Strategic Initiatives:
 1. Inspiring Passion through Collaboration
 2. Focusing on Student Success
 3. Valuing a Culture of Learning

Mentoring Program Information Session – Flex # 361
 2pm – 3:30pm, Center for Excellence

Angela Kraemer, Ann Shannon, & Miya Squires Let us help you promote student success. Come and learn about our faculty/student community building project. Hear about the experiences of your colleagues who are mentors. All who are interested in mentoring will enjoy the helpful information available at this workshop. Refreshments will be served.

Strategic Initiatives:
 2. Focusing on Student Success
 3. Valuing a Culture of Learning

To Ensure Your Safety: Make a Plan – Flex # 228
 2pm – 3:30pm, MC 244

Presenters: Butte College Campus Police.

We are so busy throughout the year and increased tensions can leave us vulnerable if we are not mindful. Join our Campus Police Officers as they provide us with skills and techniques to direct our attention toward safety precautions.



Strategic Initiatives:
 1. Inspiring Passion through Collaboration
 3. Valuing a Culture of Learning

STRS/Retirement Information – Flex # 327
 2pm – 3:30pm, MC 243

Howard Ferguson, STRS Counselor

Learn the fundamentals of retirement at this workshop.

*Individual STRS appointments are also available:

Tuesday – Friday, January 18 – January 21.

*Contact Rosemarie Newcomb at 530-225-0203 for an individual appointment. Call soon, appointments go quickly.

Strategic Initiative:
 3. Valuing a Culture of Learning



Discover Your Strengths using Gallup's StrengthsFinder – Flex # 362

2pm – 3:30pm, LB 206

Jo Anne Cripe and Peggy Jennings-Severe
What are you truly GREAT at? How can you live into these strengths? Come engage in an interactive workshop that uses the Clifton StrengthsFinder to empower participants to identify their top 5 strengths. This tool - developed and validated by Gallup - is a powerful "positive psychology" approach to understanding and living into one's significant strengths. Demonstrated to be especially confirming and empowering for community college students, the "StrengthsQuest" approach is becoming a cornerstone for Butte College student success classes.

RSVP to Magian Smith at smithma@butte.edu.

Limited to 15 people.

Strategic Initiatives:

1. Inspiring Passion through Collaboration
2. Focusing on Student Success
3. Valuing a Culture of Learning

Community through Games – Flex # 158

2pm – 4pm, LB 106

Christie Trolinger & J. Boyd Trolinger
Throughout time and across cultures, games have been used to motivate learning, to enhance skills, and to forge bonds. Through games students can lose their inhibitions, gain confidence, and find fellowship. In this hands-on workshop, we share our experiences using games to foster a sense of community. Learn how today's robust tabletop games industry offers exciting, new possibilities. Come ready to learn, and play!

Strategic Initiative:

1. Inspiring Passion through Collaboration
3. Valuing a Culture of Learning

Exploring Google Docs – Flex # 452

2pm – 3:30pm, TTC/CFE/LB 216

David Welton

Google Docs offers powerful free tools for word processing, spreadsheets and presentation (similar to Word, Excel and PowerPoint). Documents are stored on Google servers and accessible to by any online computer. Google Docs fosters collaboration by allowing files to be simultaneously edited by multiple users.

Strategic Initiatives:

3. Valuing a Culture of Learning



Chemical Hygiene Basics: An Introduction to Safety Regulations and Safe Chemical Handling Practices in the Educational Laboratory – Flex # 328

6pm-9pm PS 131

Tony Wren

This introductory course is required for all who use chemicals in instructional laboratory settings (science instructors and support personnel). If you have not attended a Butte College Chemical Hygiene Basics course before, and work in an instructional laboratory, this class is for you.

Strategic Initiative:

3. Valuing a Culture of Learning

“Succeeding Together – 2012”

Professional Development has aligned January Flex Workshop offerings with the five strategic initiatives.

1. Inspiring Passion through Collaboration
2. Focusing on Student Success
3. Valuing a Culture of Learning
4. Enhancing an Innovative, Flexible, Responsive, and Accountable Culture
5. Modeling Sustainability



MSC Professional Development Activities

Beginning Spring Semester

Opportunities to enhance job skills, expand campus knowledge, and increase productivity.

Participatory Governance...Inner Workings of the Business Office...Securing Grants...Latest Technology Trends...and more!

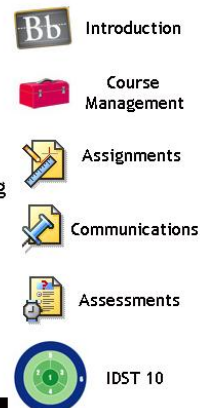
Keep an eye on your inbox for further information!

tmi Technology Mediated INSTRUCTION

The Blackboard Learning Institute (BLI) is a training program for all faculty who are interested in using online tools to enhance and deliver instruction. Professional staff provide faculty training in Blackboard 8, including course design and development, and best practices in using online tools for learning.

For more information, and to view the Winter Session or Spring schedule and sign-up, please visit TMI online:

<http://www.butte.edu/tmi/BLI>



Wednesday, January 19

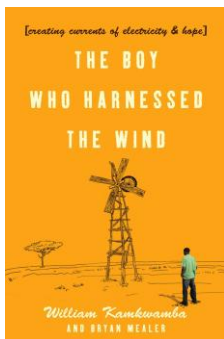
Institute Day

- Full-time Faculty are required to attend Institute Day 2pm to 8pm.
- Associate Faculty are invited and encouraged to attend the President's Address at 2pm in ARTS 160.
- Additional Associate Faculty workshops are available this day.

Book in Common – Flex # 160

12pm – 1:30pm MC 243

Suzanne Gripenstraw



Please join us for an introduction to the 2010-2011 Book in Common. The Boy Who Harnessed the Wind, by William Kamkwamba, is the story of a young man who builds windmills to provide power to his village in Malawi. It's also a story about creativity and innovation with rich descriptions of life in rural Africa. Come learn about the book and upcoming activities!

Strategic Initiatives:

3. Valuing a Culture of Learning

President's Welcome & Address – Flex # 12
2pm – 3pm ARTS 160

Institute Breakout – Flex # 12.1, 12.2, 12.3, 12.4
3:15pm – 4:45pm ARTS building

Administration will provide details in regards to breakout sessions.

All Faculty Meeting – Flex # 21
5:00 – 5:45pm, Campus Center
Faculty Critical Issues

Dinner/Department Meetings – Flex # 954
6pm – 8pm

Dinner Locations: AHPS, LRC, ARTS
Department meeting locations: TBA.

Associate Faculty Workshops on Institute Day

Take a Tour and Identify Campus Resources for Students and Faculty – Flex # 380

9:30am-11am, Center for Excellence (CFE)

Wendy Brown

Butte College has amazing resources to help both you and your students. Learn what and who is where. You'll learn where to get a free TB test; where a student can get a tutor; how to put books on reserve; and where to acquire book loans, résumé training and transfer information. Join Wendy Brown for a campus tour to address your questions-and those your students are likely to have!

Strategic Initiative:

3. Valuing a Culture of Learning

New Associate Faculty Orientation **Flex # 8 11am - 1:30pm MC 244**

Penny Lillie & Gail Peters

This session is developed primarily for new associate faculty. Don't miss a wonderful opportunity to gain critical information that can decrease new instructor stress! Your faculty colleagues will answer questions about your first semester at Butte College and provide information about record keeping, rosters, grades, and so on.

Strategic Initiatives:

1. Inspiring Passion through Collaboration
2. Focusing on Student Success
3. Valuing a Culture of Learning

Part-time Faculty Association Meeting **Flex # 18 3:15pm – 4:50pm CFE**

Stacey Burks – PFA President

Join Associate Faculty Association President Stacey Burks and get an update on all the PFA issues as well as the work being done through the Senate, the Participatory Governance Committee and Professional Development.

Strategic Initiative:

1. Inspiring Passion through Collaboration
3. Valuing a Culture of Learning

The All Faculty Meeting will begin promptly at 5pm in the Campus Center. Dinner and Department meetings to follow.



Flex Day 4

Thursday, January 20

Academic Senate Forum – Flex # 950

9:30am – 12pm Center for Excellence (New Location)

Jo Anne Cripe, Academic Senate President

The Senate will keep you informed about critical academic and professional issues. Emeritus Faculty will be honored. Plan to attend!

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*
2. *Focusing on Student Success*
3. *Valuing a Culture of Learning*



BCEA Luncheon – Flex # 951

Full-time Faculty Union

12pm – 2pm Center for Excellence

Nancy Retes – BCEA President

Come all ye full-time faculty and hear of the great things your BCEA union does for you! Hear the latest on the negotiations, how the budget may impact us, and what our role is in all of this. There will be a brief competition on how well you know your contract with great prizes. AND do not forget the wonderful lunch for the full-time faculty from the BCEA.

Strategic Initiative:

1. *Inspiring Passion through Collaboration*

Faculty Roles and the Contract presented by BCEA Flex # 363

2pm – 3:30pm, Center for Excellence

Presented by BCEA

This is a time for any full-time faculty hired in the last five years (about 75 of you!) to come review what in your contract impacts your role as a full-time faculty member on this campus. What surprises await you! This will be fun and interactive, so be prepared for a time of discovery.

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*
3. *Valuing a Culture of Learning*

The Multigenerational College Campus – Flex # 161

2pm – 3:30pm, MC 244

Julie Withers

The Multigenerational College Campus: Strengths, Challenges, and Change Our workplaces and classrooms are changing. More often, we are working along side or teaching students from varying age groups. In this workshop, will explore demographic diversity on our college

campus. What are the strengths of generation 'Y'? Are Gen Xers more individualistic? How do Boomers feel about their younger counterparts? We will discuss and do activities around cross-generational conflict and look at strategies that support the strengths that lie in our differences.

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*
2. *Focusing on Student Success*
3. *Valuing a Culture of Learning*

Foreign Language: 3 Innovative Components for Oral Competence – Flex # 162

2pm – 3:30pm, MC 245

Tom Blodget

Presentation of three oral language components/activities that I have successfully incorporated into my language classes to encourage and dare I say compel students to speak in the target language (a.k.a promote “oral competence”). Examples in Spanish, English and French. Easily integrated into I-IV levels.

Strategic Initiatives:

3. *Valuing a Culture of Learning*

Feeding the Nations Through Education with

Koudougou Koala – Flex # 163

2pm – 3:30pm, MC 243

Tom Grothe



Feeding Nations Through Education is a local non-profit organization working to support orphans, relieve famine, and raise literacy in Burkina Faso, West Africa. This organization originated through the Butte College Community: The founders were a Butte College

international student, Butte College management, and Butte College faculty. The success of this program is built on local empowerment, and sustainable development. Come learn about this program and join a provocative discussion about best practices in international global development.

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*
3. *Valuing a Culture of Learning*

Report: Visit to Chinese Colleges – Flex # 164

3:30pm – 5pm, MC 246

Duke Sun & Les Jauron

In Fall, 2010 the China Education Association for International Exchange (CEAIE) invited, and paid for, Butte College to present a workshop on sustainability at its annual conference in Beijing. The topic of the conference was “Education Leads Green Future.” Les Jauron and Dr. Duke Sun went to China to make the



presentation and, while there, visited several of the colleges that were represented during the Fall 2009 Vocational Education Leadership Training (VELT) visit to Butte College. This workshop will describe what Les Jauron and Duke Sun saw during their visit to Beijing and the Chinese colleges and potential partnership opportunities that could benefit Butte College.

Strategic Initiatives:

1. Inspiring Passion through Collaboration
3. Valuing a Culture of Learning

Butte's Virtual Library: We Never Close! Flex # 165 3:30pm – 5pm, LB 206

Morgan Brynman



Did you know that most of the same services offered in person at the Library are also available online any time of the day or night? Did you know that 99% of our newspapers, journals and magazines are available online? Or that 31% of our books are available to read online? Learn about 24/7 Live Chat Reference Services, scheduling a research instruction session tailored to your class, requesting books or articles not held by the library, online tutorials, types of databases available, search tips, Google Scholar's partnership with Butte and much more.

Strategic Initiatives:

2. Focusing on Student Success
3. Valuing a Culture of Learning
4. Enhancing an Innovative, Flexible, Responsive and Accountable Culture
5. Modeling Sustainability

MyBC – Flex # 454

3:30pm – 5pm, TTC/CFE/LB 216

Andy Miller

Find out what MyBC can do for you. Features such as class team sites, document storage, and communication will be explained. Please join Andy Miller for a MyBC overview session.

Strategic Initiatives:

3. Valuing a Culture of Learning
5. Modeling Sustainability

Curriculum Committee Retreat – Flex 28

3:30pm - 5pm, LB 105

Lyman Hagen

The Curriculum Committee will meet and review the goals for the upcoming semester.

Strategic Initiatives:

2. Focusing on Student Success
3. Valuing a Culture of Learning
4. Enhancing an Innovative, Flexible, Responsive and Accountable Culture

Does Teaching for Diversity Often Mean Teaching What We Don't Know? – Flex # 166

3:30pm – 5pm, MC 244

Cristina Dahl

Join us for a stimulating discussion of why branching out into the unknown in our classrooms might be crucial for really “teaching” and modeling the celebration of diversity.

Strategic Initiatives:

1. Inspiring Passion through Collaboration
2. Focusing on Student Success
3. Valuing a Culture of Learning

754 Brown Bag Luncheon Seminars

Back by popular demand is the Brown Bag Luncheon Series. Seven one-hour workshops will be offered during the Spring semester to support your professional development. First three are listed below:

754.1 Health Update: Pertussis

February 8th, 11am – 12pm, CFE

Brenda Johansson

This presentation will examine why pertussis or “Whooping Cough” is back in the news as a public health concern. Pertussis has long been considered by many to be a disease of the past, once seen as a problem in infants and children. We will examine the resurgence of pertussis as a serious health concern in children and adults, examine the symptoms and treatments of the disease and discuss prevention and the consequences of a possible peruses outbreak.

754.2 VELT

February 22nd, 11am – 12pm, CFE

Duke Sun

For the past two years Butte College has successfully hosted visits by Presidents and Vice Presidents from 100 top vocational & technical colleges in China. This was part of the Vocational Education Leadership Training (VELT) organized by the AACC (American Association of Community Colleges) and the CEAIE (China Education Association for International Exchanges). This session will discuss these visits and potential opportunities for future collaboration with these colleges.

754.3 Butte CLIP (Communities of Learning, Inquiry and Practice) March 7th, 12:30pm – 1:30pm, CFE **Inquiring Minds Want to Know:**

Kelly Fredericks

How does inter-disciplinary work contribute to student learning? What happens in learning communities? What can I learn from my own teaching practices? If you have an inquiring mind, you are invited to participate in the Learning Communities faculty CLIP (Communities of Learning, inquiry, and Practice). This workshop will provide a general introduction to learning communities and the optional CLIP process.

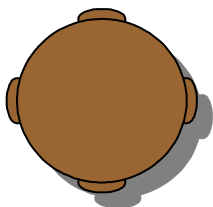


Flex Day 5

Friday, January 21

Microsoft Office Round Table (Repeat) – Flex # 455
8:30am – 10am, TTC/LB 216/ CFE

Kasey Crosby and Sandy Sloan
 Have a question about Microsoft Word, Excel, PowerPoint, or Outlook, but don't know who to ask? Come to the Microsoft Office Round Table and bring those questions with you! We'll be hosting an open forum and let You run the show. What's new in 2010, how do I insert a table in Word, how do I create an equation in Excel, how do I insert sound in PowerPoint? The possibilities are endless!



Strategic Initiatives:

3. Valuing a Culture of Learning

Reading, English & Math Progression Analysis

Flex # 458

9am – 10am, MC 245

Les Jauron and Baba Adam

Recently the programmers in the IT-Systems developed a set of cohort reports that enable faculty to track how students are progressing through the Reading, English, and Math curriculum strands. These reports, which were developed to meet requirements defined by faculty, are now available in the college's report server. This session will show faculty how to access and use these reports and will provide some possible insights that can be gleaned from this data.

Strategic Initiatives:

2. Focusing on Student Success

3. Valuing a Culture of Learning

Remember Professional Development Forms & Applications are available on the Pro Dev website: <http://www.butte.edu/prodev/>

Part-time Faculty Assoc & Statewide Issues - Flex #330

9am – 11am, MC 243

John Martin

Don't miss meeting the official representatives of the California Associate Faculty Association (CPFA). Working to help part timers across the state (your brothers and sisters), they've taken on such issues as the inequality of STRS, rehire rights and the 60% Ed Code law (now 67% thanks to their work). Come hear what else they're working on, meet the leadership and find out more about their new Community College Journal.

Strategic Initiatives:

1. Inspiring Passion through Collaboration

3. Valuing a Culture of Learning

Interpersonal Conflicts: To be a Problem-Maker or to be a Problem-Solver!? – Flex # 167

9:30am – 11am, MC 244

Chiraporn Tatum

Chiraporn with her credentials - Master's degree in Cross-Cultural Communication in Conflict Analyses and Resolutions from George Mason University, Virginia, is an associate faculty and a BCLDI 2009-2011 participant. She will bring her expertise and experiences in conflict analyses and resolutions to this interactive workshop focusing on role playing as key to creating a positive environment that will turn you from being a problem maker to being a problem-solver in just about an hour! Some participants will form a group to write conflict skits and some will play the part of problem-makers who present conflict issues. Then Chiraporn, the facilitator, will guide you through the process of problem-solving that will gradually and positively turn the problem-makers around to become problem solvers! The process is real, easy and fun plus - no acting skills needed! We just act out what we frequently do in life – making conflicts!

Strategic Initiatives:

1. Inspiring Passion through Collaboration

3. Valuing a Culture of Learning

TED, Youtube, and RSA Animate: The Best Guest Lecturers Ever – Flex # 168

10am – 11pm, MC 245

Molly Emmons and Linda Johnson

What does Jeremy Rifkin have to say about empathy? Can mushrooms really save the world, as Paul Stamets claims? Get the most of your smart classroom as Linda Johnson and Molly Emmons share great video links and the assignments they've created to go with them. Once you've seen these, you'll want to use them, and you'll have a few ways to find even more for your own classrooms.

Strategic Initiatives:

3. Valuing a Culture of Learning

Fitness Center Open House – Flex # 552

10am-12pm Gymnasium (GYM) 117

Jim Lauer

Faculty and Staff are invited and encouraged to work-out in the Fitness Center/Health Club on Campus. All you need to do is sign a liability waiver. Drop-in and check it out as you plan your work-out schedule for the semester!

Strategic Initiatives:

3. Valuing a Culture of Learning



Tailoring Report Server Reports Using Excel

Flex # 456

10am – 11am, TTC/CFE/LB 216

Baba Adam and Les Jauron

Tailoring Report Server Reports to Using Microsoft Excel: At this session we will go over how you can access Butte College's Report Server (formally known as the Portal). We will show you how to download or copy data or reports to Excel spreadsheets and turn the data to charts, graphs or PowerPoint presentations. We will also introduce you to one of Excel's very useful tools – the Pivot Table – which will drastically simplify data crunching. By just dragging and dropping data fields or variables the Pivot Table can be used to summarize, sort, count and total data. Also the Pivot Table can be used to do statistical analysis with minimal efforts or prior experience of statistics.

Strategic Initiatives:

4. *Enhancing an Innovative, Flexible, Responsive and Accountable Culture*

Advanced PowerPoint – Flex # 457

11am – 12pm, TTC/CFE/LB 216

Sharon Ewing

I will do a quick review of the basics before moving on to incorporating movies and sound, links to web sites and external documents, and how to make the presentation a web page.

Strategic Initiatives:

3. *Valuing a Culture of Learning*

Dissertation Report: Dr. Samia Yaqub.

“What are the experiences of Latina students enrolled in developmental level learning communities?”

Flex # 169

11am – 12pm, MC 247

Dr. Samia Yaqub

That is the question that guided Samia's PhD research project last year. Through open-ended interviews with 13 Latina students, she gathered data on students' first impressions of learning communities; how students felt about the learning community environment; the contrasts between their experiences in their learning community classes and other classes; and, finally, perceptions of learning that took place in their learning community classes. Findings from this study will be presented with recommendations for practice and future research.

Strategic Initiatives:

2. *Focusing on Student Success*
3. *Valuing a Culture of Learning*

“300th Anniversary of the Palatines Coming to America” – Flex # 170

11am – 12pm, LRC 116

Mary Andrews

PowerPoint presentation with pictures and documents which cover the history up to the 300th Anniversary of the landing of the Palatines in America June 1710 and the hardships after the historic landings. They left the Rhineland, now Germany, and landed on Nutten Island, southern tip of Manhattan Island, which is now filled in, before traveling up the Hudson River where they established towns still in existence today; one of which is Rhinebeck where Chelsea Clinton was married. Today we complain about immigration. In 1710, over 3,000 emigrants, who traveled on 10 ships, landed in New York where the entire population was 5,000 people.

Strategic Initiatives:

3. *Valuing a Culture of Learning*

Professional Development Wrap-up Luncheon

Flex # 752

12pm-1pm, Center for Excellence (CFE) LB 210

Please join your Professional Development Leadership Team: Carol Stanley-Hall, Ruth Ann Hansen, Jack Lemley, David Danielson, and Magian Smith to wrap up the 2011 Flex Week.

Strategic Initiative:

1. *Inspiring Passion through Collaboration*



BCLDI

Butte College Leader Development Institute
Applications for the 2011-2013 Cohort
Available this Spring

“Expanding People's Capacity to Lead”
Contact Jack Lemley for more info x4028

Flex # 760 Pilot Program – 5 hours Flex

Faculty Annual Flex Plan

Contact stanleyhallca@butte.edu by Jan. 13th if you are interested in being part of this pilot program.

We will focus on developing a simple process to establish individual faculty professional development goals as well as assess the extent to which those goals have been accomplished.



Sabbatical Report: From the Athenian Acropolis to the NYC Museum of Modern Art: A personal journey into the history of art – Flex # 171

1pm – 2pm, ARTS 232

David Cooper

During my 2009-2010 sabbatical leave, I traveled to destinations rich in art and architecture, photographed many of the greatest creations of mankind, and wrote a collection of articles on the principle cultures, themes, and topics we examine in Art History Survey 1 and 2 courses. I then published these online and in CD formats, as free virtual “textbooks”, to be used by my students in conjunction with the many other excellent online resources presently available. Find out what happened during my first semester back in the classroom, using these new resources. Find out how you too can not only write but also compose your own beautiful copy using the latest page-layout software.

And learn how you can make use of any and all of the digital images I acquired during the past 15 years of art-oriented travel.

Strategic Initiatives:

3. *Valuing a Culture of Learning*

Safe Place: Collaborative Response to Violence Project. Butte County Victim Witness – Flex # 381

1pm – 2pm, CFE

Stephanie Jimenez

As our economy worsens many resources are forced to disappear. What does not disappear is crime and many of our students are victims or become victims, as a direct result of these crimes our students may suffer injury, financial loss and, emotional trauma. There are resources on and off campus for victims of intimate partner abuse, sexual assault and stalking. Please join Safe Place and Butte County Victim Witness Program in learning about the crimes, the statistics for our students and the resources that are available.

Strategic Initiatives:

2. *Focusing on Student Success*

3. *Valuing a Culture of Learning*

4. *Enhancing an Innovative, Flexible, Responsive and Accountable Culture*



On Course: Data & Opportunities – Flex # 172

1pm – 2pm, MC 246

Carrie Roberson



Join colleagues to discuss how students, classes, departments, and others have benefitted from On Course: Student Strategies for Success. There will be opportunities to network with others who have ideas about how to integrate student success principles throughout our campus. Data and testimonials will be shared about successes and challenges of our students right here at Butte College!

Strategic Initiatives:

1. *Inspiring Passion through Collaboration*

2. *Focusing on Student Success*

3. *Valuing a Culture of Learning*

Faculty Flex Committee:

Shirleigh Brannon
Kasey Crosby
Molly Emmons
Steve Hall
April Hennessy
Brenda Johansson
Ric Machuga
Alex O’Neil
Carrie Roberson
Sandra Sloan
Brenda Stagner
Dave Stephens
Shaaron Vogel
Carol Stanley-Hall (Chair)



Thank you to the above individuals for all their efforts in developing the January Flex Workshops



Faculty Flex Calendar Basics Spring 2011

The January 2011 Flex Workshops “Calendar At A Glance” was distributed to all employees December 2010. The Flex Booklet, which includes workshop descriptions and professional development program information, is available on-line in two locations.

- Butte College Home page
Departments/Programs/Services
Professional Development
- MyBC
Groups and Committees
Professional Development – Faculty

The purpose of the college’s Flexible Calendar

The Community College Flexible Calendar Program allows a college to use up to 15 classroom days (out of the mandated 175) for faculty participation in developmental activities related to “staff, student and instructional improvement” (Title 5, section 55720). The Flexible Calendar Program is a component of the college’s overall Professional Development overall program for faculty and staff.

Butte’s 11 Flex Days

Butte College has agreed to take eleven days of the state-mandated 175 instructional days, as Flexible Calendar Days. Six (6) in fall and five (5) in the spring. The state average for flexible calendar days is six. Butte College :

- 164 instructional days + 11 days flex = 175 Days.
- 6 hours = 1 Flex day - Determined by the Board
- 11 X 6 = 66 hour Flex Obligation

Institute Days (2) and Flex days (11)

Two days, Institute Day Fall & Spring, bring the total to the 177 day Butte College faculty contract. Full -time faculty have a contractual obligation to attend Institute Day.

Flex Calendar Record Keeping

Sign-in on Flex Workshop Attendance Forms

The college is required to accurately track and account for those flex hours for which we are paid in lieu of instructional time.

Full-time Faculty: Full-time faculty’s hours are tracked and recorded by the Professional Development Office. Sixty-six hours (66) for the academic year. Your name and signature on the workshop attendance sheets, verifies your participation.

A summary of individual full-time faculty Flex hours

will be mailed inner campus several times each semester. Please make corrections and updates at that time and return to the Professional Development Office.

At the end of the academic year, a report of all full-time faculty flex hours is submitted to the Vice President for Learning and Economic Development.

Associate Faculty: Associate faculty’s flex opportunity/obligation is determined by each semester’s instructional contract. The Mandatory Meeting and Flex Payment Form, accessible on line, <http://www.butte.edu/prodev/forms/> is used to report your flex activities. This form is signed off by your department chair/coordinator and routed to payroll for flex payment. Remember, you can only be paid for the number of flex hours indicated on your contract. It is allowable to complete fall 2010 flex hours during the spring semester 2011 if you are contracted for that semester as well. However, it is not allowable to carry over flex hours between academic years.

Professional Development Flex Opportunities

To fulfill the flex obligation, faculty may use a combination of activities such as:

- August/January Flex Week Workshops
- Semester Flex Workshop
- Partnerships
- Travel & Conference
- Learning Group Activities
- Department Planned Projects and Activities
- Individual Activity Contracts.
- Academic Course Work
- Other workshops as planned by the flex committee.

Forms, applications and additional information for these programs are available on-line at the Professional Development web site. <http://www.butte.edu/prodev/> Forms and applications.

-August/January Flex Workshops Pre-approved

Flex credit activities described in the January 2011 Flex Booklet, all have assigned flex numbers. These workshops have all been reviewed by the Faculty Flex Committee to ensure compliance with the Title 5 Flex Calendar Program Guidelines. The Professional Development Office will keep records of attendance at these flex workshops.



-Individual Activity Contracts (IAC)

Pre-approval required:

- Full-time Faculty – Deans & Directors
Up to 50% of Flex Obligation
- Associate Faculty – Chairs & Coordinators
Up to 75% of Flex Opportunity

Flexibility and choice in determining what is best for your own professional development and growth is supported and encouraged. Faculty may choose to do individual projects for a portion of the overall flex obligation. However, Title 5 language and Butte College Policy, do not allow an IAC's to fulfill 100% of your flex obligation. For full-time faculty, up to 50% of your obligation may be in the form of IACs. (Deans & Directors may make exceptions up to 75%). For associate faculty, up to 75% of the flex opportunity is allowable in the form of an IAC. Completed IACs are to be submitted to the Professional Development Office (CFE/LB) within 10 day of completion.

Guidelines are included on the Individual Activity Contract (IAC) form. If you are not sure your project qualifies under the guidelines, full-time faculty - ask your dean/director; associate faculty – ask your chair/coordinator or call the Professional Development coordinator before you begin on your IAC.

-The Partnership Program

Partnerships offer faculty the opportunity to share ideas on classroom teaching, to improve skills, enhance knowledge, explore issues, and increase collegiality.

Faculty may participate in any number of partnerships per academic year, but not with the same individual. The partnership program allows faculty to receive from a minimum of three up to ten hours Flex credit per partnership.

Associate faculty have an opportunity once each semester to earn a stipend for a partnership.

Step One - Form the Partnership

“Forming the Partnership” establishes the partnership for each person. Each partner needs to complete this form. Deliver to the Professional Development office at the beginning of the partnership.

Step Two - Track the Partnership

“Tracking the Partnership”, keeps an ongoing record of the meeting dates, time spent, and the content and value of the discussions. Each partner needs to complete and sign this form. Deliver this completed and signed form to the Professional Development office at the end of the partnership.

-Learning Group Program

Four to twelve faculty (full and/or associate) may form a learning group. Learning groups offer faculty

the opportunity to collaboratively pursue an activity that leads to the improvement of the institution. The activity should lead to one or more of the following: 1) staff improvement 2) student improvement and/or 3) instructional improvement.

Faculty may participate in two leaning groups per academic year. The program allows the faculty participants to determine the number of flex hours required for the group's activity (up to 49.5 hours per year). These hours will be earned through reading, group discussion, and other activities the group may determine are worthwhile. Pre-approval by the Faculty Professional Development Coordinator.

Step 1: Form the Learning Group

This step names the group members and establishes the texts or materials needed for the group's activities. Initially, a Members and Project Plan Form (check Pro Dev web site for forms) must be completed and submitted to the Professional Development Faculty Coordinator for approval. At the completion of the group's activities, each member must fill out an individual participation form.

Step 2: Track the Learning Group

The second step tracks the learning group throughout its duration. This step provides an accounting to the Chancellor's Office for flex hours. Those hours will be awarded at the close of the group's activities.

The learning groups are expected to meet together at the same time to fulfill the requirements of the program. The number and duration of the discussion sessions will be set by the group. A record of these meetings must be kept by each group member. Each group member will submit the “Tracking the Learning Group Form” to Professional Development at the conclusion of the group.

Flex FAQs

Is Institute Day mandatory?

Institute Day, beginning at 2:00 p.m. is mandated by the District for full-time teaching faculty. Institute Day participation does not count toward the 66 hour flex obligation for full-time faculty. Associate faculty are invited and encouraged to attend the President's Address and the Institute Day Presentation held in ARTS 160 (Black Box Theatre). Associate faculty will receive flex credit for their attendance.

What is my Professional development obligation?

The full-time faculty obligation is 66 hours for this academic year, July 1 to June 30. If you are teaching an overload class, you will have an additional Flex opportunity. Associate faculty Flex hours are based on load and determined by the Office for Student Learning and Economic Development.



What if I have reassigned time?

Flex hour requirements are reduced for full-time teaching faculty who have reassigned time outside of the classroom. For example: a coordinator with 25% reassigned time is responsible for 75% of the Flex hours (50 hours of Flex); a chair with 50% reassigned time would need to complete 33 Flex hours.

When can I fulfill my Flex Calendar obligation?

The Flex calendar year runs from July 1 through June 30. You may not participate (count hours for flex) at times you are scheduled to teach or hold office hours. Other than those two restrictions, you may participate in Flex activities, workshops, and individual activity contracts at any time during the day or evening.

Are Flex Calendar hours required of all employees?

Classified employees, non-classroom faculty members, and members of the management unit have no Flex calendar requirements. However, all are welcomed and encouraged to attend workshops.

Do mandatory State and insurance carrier workshops count towards Flex hours?

Yes. Professional Development and Human Resources work together to coordinate the schedule of mandatory workshops required by the State of California, BC Board Policy, and our insurance carrier. These mandatory workshops are eligible for Flex credit hours.

How do I learn about activities for Flex?

The schedule of workshops “Calendar At A Glance” will be provided in hard copy to all employees. In an effort to be sustainable, the Flex Booklet with workshops descriptions and Professional Development program information, will be available on-line at two web sites

- MyBC at the Professional Development - Faculty site under Groups & Committees
- Butte College Home page Professional Development - under the drop down menu for Departments/Programs/Services

What if I plan to do an activity that’s not scheduled? Can I create my own project?

If you are planning to do an individual activity, details for this contract—which require pre-approval—are clarified on page 16 of this Flex Calendar Basic document.

Who can offer workshop?

Professional Development welcomes new ideas for workshops and encourages faculty and staff to share their expertise. Contact, Carol Stanley Hall, the Faculty Professional Development Coordinator 895-2543 or email stanleyhallca@butte.edu.

Can Flex hours carry over from one academic year to the next?

No. Neither full or associate faculty may carry over flex hours from one academic year to the next. Associate faculty may carry over flex hours from fall to spring as well as apply spring hours back to the fall if needed.

Are department meetings eligible for Flex credit?

Full-time faculty are required to participate in day-to-day management of their department. Regularly scheduled department meetings, usually monthly, are not appropriate for Flex credit. Meetings above and beyond the norm (some departments hold weekly meetings) may be accepted for Flex. These “above and beyond” hours are approved in advance with the professional development faculty coordinator and then recorded by chairs/coordinators. This process has been refined for this year and will be piloted fall 2010 & spring 2011.

Besides Institute Days, which scheduled Flex activities are required for full-time faculty?

Department meetings, held on the last Tuesday before the beginning of instruction, are considered required for full-time faculty. Some departments schedule their meetings at other times.

How are all these decisions made?

California Code of Regulations Title 5, specifies criteria to participate in the Flexible Calendar Program. Actual number of flex days and the specific days are negotiated by the BCEA and the Board of Trustees. Faculty policies for Professional Development have been recommended by the Faculty Flex Committee and approved by the Academic Senate and supported by the administration.

Do You Have Ideas?

Contact Carol Stanley-Hall at the Professional Development office with your suggestions and ideas for Spring 2011 workshops. Carol can be reached at the Professional Development office or E-mail her at stanleyhallca@butte.edu.

Center for Excellence - Library 210

